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ABSTRACT

This comprehensive, all-inclusive guide to creating research reports is intended for use by secondary and middle school students. The easy-to-read, easy-to-follow guide will show the student how to: choose a topic for that is broad enough to offer many options for research, but narrow enough for thorough research; proceed with the research, take notes, and arrange them in the most useful way; devise a logical, well-organized outline that will easily guide the student's writing; compile and format a bibliography and source notes; edit, revise, and proofread the report; and present the final report for best results. Also included in the guide are the use and nuts of on-line research, tips on using a word processor to produce the report, thorough directions to ensure note and bibliography item formatting, a sample report, and a glossary of research terms. (RS)

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